



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Supervising Public Health Rep [Classified Competitive]			Salary \$27 \$67,714.29 - \$96,415.56
Posting Number 144-17	Position Number 071131	Number of Positions 1	Posting Period * From: 8/10/17 To: 8/24/17
Location: Division of HIV, STD and TB Services 50 E. State Street - 3 rd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of the TB Program Manager, the Supervising Public Health Representative is responsible for all facets of TB Control in his/her assigned region. Provides administrative and direct oversight of the field and office work of TB Control supervisory staff and field staff for the entire state. Develops and coordinates administration and field functions; prepares strategic plans for addressing TB morbidity across the state; Assigns, trains and supervises staff to meet the objectives of the TB Control and its partner services programs. Oversees or conducts investigations of improper or incomplete reporting, investigations or handling of data and implements appropriate corrective action; oversees all personnel matters for subordinate staff. Analyzes specific aspects of the TB Control program to develop solutions and strategies for addressing TB morbidity; identifies disease detection and control problem areas. Reviews current literature, policies, legislation, best practices; disseminates information to TB Control and its partner services staff and local partners; makes recommendations to HIV / TB / STD division management. Stays abreast of national, state and local data trends in all aspects of TB Control. Supervises subordinate staff and provides expertise in the delivery of appropriate technical assistance, training and consultation to local health departments and agencies, including obtaining cooperation in reporting and following active TB cases. Represents NJDOH and the TB Program at conferences and meetings; presents TB data and findings at national, state and local conferences and meetings. Additional duties as assigned.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

Gradation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in a health or social service related program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services, two (2) years of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the I

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTHIVAIDS@doh.nj.gov

- Mail the required documents to:

Patricia Laird, Administrative Assistant 2

HIV, STD and TB Services

Reference Posting #144-17

New Jersey Department of Health

PO Box 363

Trenton, NJ 08625-0363

Required documents:

- cover letter
- resume
- State of NJ Employment Application
(nj.gov/health/forms/dpf-663.dot).

** Responses received after the closing date MAY be considered if the position is not filled.*

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.